



US Army Corps  
of Engineers

# Construction Bulletin

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## CEMP-C

**Subject:** Update on Construction Quality Management for Contractors

**Applicability:** INFORMATION

1. Now that we have gained a fair amount of experience in teaching the course "Construction Quality Management for Contractors," there are a few more "lessons learned" that we feel are worthy of passing along. These are as follow:

a. The instructor should be a **Corps employee** with solid experience in construction quality management, a thorough knowledge of the course material and preferably should have some experience in instruction. It may be suitable to use recently retired Corps employees, but their qualifications and experience level must remain up to date. If they have been retired over three years and have not somehow maintained a working knowledge of the rapidly changing policy and procedures in the Corps, they should not be considered as qualified.

b. To successfully complete the training the student must obtain a score of at least 70 on the post test. At the successful conclusion of training, contractor personnel will be given a certificate of completion. The completion certificate provided with the training package by Huntsville Training Division will be used. The district shall keep a record of all personnel trained by complete name, social security number, company and job title. This is necessary to confirm that an individual has had the training if he/she presents a certificate issued by a different district. The certificate should also contain the name and phone number of the district POC to make verification easier. This training certificate is good for five years and the expiration date should be included on the certificate. After that time the training must be retaken.

c. In the event that a certified quality control manager is relieved of his/her duties due to unsatisfactory performance, the training certificate must be revoked by the district administering the contract. If his/her certificate was issued by another district, that district must be notified in writing that the certificate was revoked and for what reason. The training district should then annotate the records to show that the certificate was pulled for unsatisfactory performance. Thus, it is essential that a background check be made any time an individual presents a certificate from another district as evidence of having completed the required training.

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d. In CB 95-21 paragraph 1.a, we said that the contractor could be charged the cost of reproducing the student study guide and cost of classroom rental if government facilities are not available. This item was addressed to try to get some uniformity in course cost between districts. If there are large differences, we normally hear about it through the AGC or directly from some of our contractors. We did not intend to infer in any way that the training should be done in a government facility. That decision is up to individual districts based on their own unique situations.

3. This Construction Bulletin has been coordinated with HQUSACE Operations, Construction and Readiness Division (CECW-OC) and Office of the Chief Counsel (CECC-C). Suggestions for revision to the training and tape should be sent to HQUSACE, ATTN: CEMP-CE, 20 Massachusetts Avenue N.W., Washington, D.C. 20314-1000. My point of contact is Mr. Terry Wilford at (202) 272-8652.

  
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